

URSULINE HIGH SCHOOL

CAREERS LEAD

JOB DESCRIPTION

POST TITLE: Careers Lead (F/T or P/T 0.8 – with flexible working available at points in the academic year)

Grade: ME12, points 30 – 33, currently £35,751 - £38,883 [paid pro rata]

Responsible to: Assistant Headteacher T Levels & Careers

Date: March 2023

Main Purpose

- To co-ordinate and implement the careers provision for Years 7 – 13 in accordance with Government Statutory Guidance
- To use the Gatsby Benchmarks and the CDI Framework to develop and improve our careers provision.
- To ensure consistent compliance with the Gatsby Benchmarks.
- To ensure Quality in Careers Mark is achieved by 2025.

Specific Duties

1. **Strategic leadership of CEIAG:**
 - To lead the careers strategy and keep the CEIAG policy updated.
 - To use Compass as an online self-evaluation tool to assess and compare careers support.
 - To co-ordinate, monitor and evaluate careers provision across Years 7 – 13.
 - To liaise with the Careers Team to co-ordinate provision.
 - To keep up to date with career developments to inform practice.
 - Defining, designing, and coordinating the full life cycle of the students' career related learning journey.

- Deliver large-scale school events such as Annual Careers Fair. Manage organisation of stall holders and speakers ensuring coverage of key topics.
- Attend Careers Lead networks, keep up to date with career developments to inform practice and feedback key information to AHT.
- Ensure consistent compliance with key legislation/guidance (including the Gatsby Benchmarks and Baker Clause)
- Line manage Careers Advisor
- Line manage Careers Officer

2. Post-16 Careers Provision:

- Co-ordinate and manage the UCAS and post-18 destinations processes for Sixth Form.
- Support AHT for Careers in developing T-Level provision and evolving industry placements.
- Work with Director of Extended Learning on provision for Oxbridge Programme and UCAS support.
- Attend Sixth form strategy meetings and to advise on changes within Careers and the impact on the provision and destinations.
- Responsibility for specialist interventions for pupils such as Medics programme and L2 Support
- Delivery of one-to-one careers conversations across KS5 to support with destinations.
- Delivery of Interview skills training for students applying to university and for students applying for employment.

3. Continual Professional Development:

- To ensure staff receive the appropriate training and development in careers.
- Proactively engage, educate, and support teaching staff to deliver best practice in relation to careers provision.
- Deliver Training to Form Tutors, Subject Teachers and ECT on provision of references for Sixth form UCAS applications.

4. Whole School:

- To ensure parents are well informed about the school's careers provision and impact.
- To work with Heads of Year to ensure careers strategy is embedded in PSHEC.
- Design and execution of the Careers Provision Plan across the school
- Work with internal and external stakeholders to ensure delivery of careers programme is in line with teaching curriculum and works as a support mechanism.
- Provide information on destination data for Governors reports and student recruitment. Print an annual evaluation to Governors on the impact of Careers Provision.
- Provide Marketing Team with materials for the promotion of Careers provision at the school.
- Support SEND team in meetings with Parents to discuss individual student progression and support plans.
- Attend Academic Review Days, Open Evenings, Information Evenings, and Parents Evenings as required.
- Support with any reasonable tasks designated by the AHT for Careers